

# HORLEY TOWN COUNCIL

## Minutes of a Meeting of the Planning and Development Committee held on 23 May 2023, at 7.30 pm

**Present**

Cllrs	Hannah Avery	Lynnette Easterbrook	Martin Saunders*
	Keith Barlow	Mike George	Tom Turner
	Michael Blacker	Jerry Hudson	Steve Wotton*
	Victoria Chester	Cec Hughes*	

\* Absent

\*\*In Attendance Remotely

**Also Present**

Rachel Botcherby (Planning Officer)  
Sophie Mandak (Administrative Assistant)

### **P 7488 Election of Committee Chairman (Cllr Tom Turner) in the Chair**

Cllr Victoria Chester proposed, and Cllr Keith Barlow seconded that Cllr George be nominated as Committee Chairman. There were no further nominations for the post.

**RESOLVED:** that Cllr George be elected Chairman of the Planning & Development Committee for the Municipal Year 2023/2024.

### **P 7489 Election of Committee Vice-Chairman**

Cllr Hannah Avery proposed, and Cllr Michael Blacker seconded that Cllr Hudson be nominated as Committee Vice-Chairman. There were no further nominations for the post.

**RESOLVED:** that Cllr Hudson be elected Vice-Chairman of the Planning & Development Committee for the Municipal Year 2023/2024.

### **P 7490 Apologies and Reasons for Absence**

Apologies were received from Cllr Saunders, Cllr Hughes and Cllr Wotton.

**RESOLVED: Noted.**

### **P 7491 Disclosable Pecuniary Interests and Non-Pecuniary Interests**

Cllr Avery declared a non-pecuniary interest in Application 14: 23/00739/F Storage Land and out building at 19 Station Road, Horley, Surrey on grounds of proximity.

Cllr Avery, Cllr Hudson, Cllr Chester and Cllr Blacker declared they are a member or substitute of the Reigate and Banstead Borough Council Planning Committee and that therefore the views expressed by her at this meeting may change.

**RESOLVED: Noted.**

**P 7492**

**Approval of Minutes**

Planning & Development Committee held on 18 April 2023.

**RESOLVED: That the minutes of the above meeting of the Planning & Development Committee be approved.**

**Planning Updates**

**P 7493**

**SCC Planning Survey**

It was agreed at the Planning and Development Committee on 18 April that the Planning Chairman and the Planning Officer would respond on behalf of HTC to the Surrey CC Planning Survey. This was actioned on the 2<sup>nd</sup> May 2023. The survey was confidential therefore no copy of our responses can be appended; however, it was advised that the survey focussed on questions relating to the Town Councils engagement with the planning team, with a sliding scale for answers.

**RESOLVED: Noted**

**Outside Bodies and Sub-Committees**

**P 7494**

**i) Horley Town Management Group**

The Planning Officer advised that the HTMG last met on 21<sup>st</sup> February 2023 where it was tabled that the chairman, Cllr Andy Lynch, would be stepping down (after over 10 years as chairman) and not returning to the group in the next municipal year. It was also agreed that the remaining funds residing in the dedicated bank account would be transferred into a holding account at HTC to avoid ongoing bank charges with HSBC, which has now taken place. The group is next scheduled to meet on 13<sup>th</sup> June and will need to agree new Terms of Reference and direction going forward. It is understood that Cllr Samantha Marshall and Cllr Tom Turner will be the HTC representatives on the Group.

**RESOLVED: Noted.**

**P 7495**

**ii) Horley Access Group**

Fiona Stimpson (Chair of the Horley Access Group) attended the meeting virtually and advised the Committee that the Access Group is due to meet next on 24<sup>th</sup> May 23. It was noted that the Group had been successful in working with Cllr Lynch to see improvements to a number of roads in Horley, including – inter alia, Vicarage Lane and Ringley Avenue.

The Access Group Chair agreed that going forward she would send a written report from the Access Group to be read out at each full planning meeting and appended to the Minutes.

**RESOLVED: Noted.**

**P 7496**

**iii) GATCOM: Newsletters & Updates – To note information received.**

All Members acknowledged the information that had been received from GATCOM, including their response to the Governments Night-time Noise Abatement Consultation which has been circulated to all.

**RESOLVED: Noted.**

**P 7497 Determined Planning Applications**

Members reviewed the list of Planning Applications determined for the period 14th April 2023 to 18th May 2023.

**RESOLVED: Noted.**

**P 7498 Registered Planning Applications**

Planning Applications received from Reigate & Banstead Borough Council for the period 14th April 2023 to 18th May 2023.

**RESOLVED: That the Town Council's comments, as appended to the signed copy of the minutes and available on the Town Council and Borough Council websites, be approved.**

**P 7499 Planning Appeals, during the period 10 March to 13 April 2023.**

Members reviewed the list of Planning Appeals lodged, awaiting decision, and determined.

**RESOLVED: Noted.**

**Transport & Highways Matters**

**P 7500 i) Live Bus Information**

The Planning Officer set out the background for the benefit of new Members in relation to the concerns HTC had received from residents regarding the reliability of bus services (particularly the No 20 which starts at the Acres and goes to Horley Town Centre and Gatwick before carrying on into West Sussex). The Town Council has raised the concerns with both Metrobus and SCC. The Planning Officer advised that SCC need to update their systems to enable external bus companies to input live data which can be fed directly to individual bus stops. In addition, there are still some concerns from residents with the accuracy of Metrobuses live data on their app.

**P 7501 ii) Surrey Bus Forum Meeting**

The Planning Chairman advised that the Surrey Bus Forum was well attended and that Metrobus were in attendance. He advised that the Forum had discussed the problem regarding live bus information which is that each bus operator in Surrey appears to have a different system which SCC need to find a solution to enable live bus data to be provided at individual stops.

Cllr Turner commented that whilst Metrobus app isn't perfect it was better than the service provided by Southdown Buses. The Planning Chairman advised that this may see improvements now that Metrobus have taken over the Southdown Buses.

Cllr Barlow queried whether SCC have an action plan with timescales for addressing the issues and raised whether SCC could use best practice from West Sussex and Kent.

**RESOLVED: HTC to issue an invitation to Metrobus to speak to the Town Council.**

**P 7502           iii)       Highway Bulletins**

All Members acknowledged the circulation of recent Highway Bulletins and noted the local road closures.

**RESOLVED: Noted.**

**Airport Matters**

**P 7503           Presentation from Gatwick Area Conservation Campaign (GACC)**

Members acknowledged the useful presentation provided by GACC in advance of the Planning Committee and formally wished to note their thanks.

The Planning Chairman highlighted to new Members that HTC had submitted a response to the initial [Gatwick DCO](#) consultation and advised that the formal DCO application was expected to be submitted to PINS some time over the summer.

Cllr Easterbrook raised concerns regarding water supply and sewage given the already limited capacity in Horley. Cllr Chester queried whether the DCO was likely to be in a digestible format for local residents. Cllr Barlow queried whether there would be a s106 with a DCO. Cllr George advised that there is an existing S106 and RBBC are a host authority for the purposes of the DCO Consultation as they own a car park within the airport demise.

**RESOLVED: Noted.**

**P 7504           “Delivering Change” Horley Regeneration Projects**

The Planning Officer advised the Committee that the Planning Chairman and Officer had met with Catherine and Bruno from RBBC and Charlie Cruise from SCC. The Committee were advised that Charlie is the new project manager in the Place Making Team at SCC who is responsible for helping to coordinate and deliver the town centre public realm improvement projects and it was noted that it was helpful that he is now included into the Council briefing meetings.

**Subway**

The Planning Officer advised that RBBC are continuing to chase Network Rail (NR) on the drainage works for the subway. There is continuing change in personnel at NR including a new asset protection manager which is resulting in the Borough not receiving firm commitments from NR. As a result, the Borough and County are drafting an escalation letter to NR and have requested that Horley Town Council also support this letter which we intend to do in principle.

The Committee were advised that the footbridge remains closed, however, we understand that NR have noticed a structural defect which they need to rectify prior to opening the bridge. A welding team is expected on site this week or next.

**High Street Public Realm Improvements**

The Planning Officer advised the Committee that the Borough is still looking at the design of the road layout around the Constitutional Club and the YMCA and Community centre, which they are hoping to finalise by the end of May.

The design consultants are also looking at the pavement widths around cafes such as Serendipity and the palate of materials generally after they had a walkabout with a resident who is partially sighted who was able to highlight her concerns. RBBC have also advised that a Road Safety Audit to be carried out at the end of the month.

#### Central Car Park

The Planning Officer advised that the Borough is in the process of appointing a provider for the power and maintenance contract which is currently with their legal department with an expected 12-week lead in from completion of contracts.

The wider improvement works are out to tender with a contractor expected to be appointed by June. RBBC have advised HTC that the Central Car Park is likely to be the first project to come forward with the earliest works commencing on site in the summer, with the possibility of the car park needing to be closed to undertake the works. The Planning Officer advised that she had raised that the Boroughs communication to the public of any car park closure will be critical.

In addition, HTC requested short term free parking to be provided in Central Car Park to offset the loss of the free on-street parking in the High Street. The Borough Officers acknowledged that this needs to be a political decision and one that HTC need to continue to raise.

#### Subway

The Planning Officer advised that the Borough are now consulting on the artwork designs for the subway. The deadline for comments is 12<sup>th</sup> June and the Planning Officer urged all Councillors to respond.

The Planning Officer advised the Committee that the Borough are continuing to engage with Oakwood School and the YMCA to ensure young people are engaged with the subway art project.

#### Wayfinding/ Signage

The Borough have advised that the wayfinding has been incorporated into the High Street Public Realm project which SCC are to deliver. The funding for the signage is provided through the CIL.

#### SCC Projects

The Planning Officer advised that a date was outstanding for the next SCC Officers Meeting, but that they are essentially focusing on the delivery of the High Street Public Realm works and keen to develop communication strategies further.

**RESOLVED: Noted.**

**P 7505**

#### **Communications Received**

<b>From</b>	<b>Subject</b>	<b>Date</b>	<b>Action</b>
RBBC	Press Release on free parking at the Belfry from 6 pm to Midnight if they validate their tickets	19.05.23	Noted.

in order to visit the  
new rise  
Development, Cinema  
and Bars

Crawley Borough Council	Reg 19 consultation to their draft Local Plan Deadline 20 <sup>th</sup> June	09.05.23	Officer and Chairman to review and draft a response for ratification at the next meeting.
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**P 7506          Diary Dates**

24<sup>th</sup> May– **Horley Access Group @ 6 pm**  
13<sup>th</sup> June- **HTMG @ 6pm**  
20<sup>th</sup> June- **Environment Sub Committee @ 6 pm**  
20<sup>th</sup> June- **Full Council @ 7.30 pm**

**RESOLVED: *Noted***

**P 7507          Items for Future Consideration**

HTC to invite Metrobus to speak to the Planning Committee

**P 7508          Press Release**

**RESOLVED: *that comments on Planning Application be released to the press and placed on the Town Council website.***

**Meeting closed at 21.20pm**

**Date of next meeting: 27 June 2023**

**List of Planning Applications**  
**Registered by Reigate & Banstead Borough Council**  
**During the period 14 April 2023 – 18 May 2023**  
**To see plans please CTRL+click on the application number to follow the link**

<b>01. RBBC Letter Dated: 13.04.23</b>	<b>Application No: <u><a href="#">23/00649/HHOLD</a></u></b>
LOCATION:	27 Charlesfield Road Horley Surrey RH6 8BJ
DESCRIPTION:	Proposed single storey rear extension.
<b>HORLEY TOWN COUNCIL COMMENTS (RATIFIED, 23/05/23)</b>	<b>No objections</b>

<b>02. RBBC Letter Dated: 17.04.23</b>	<b>Application No: <u><a href="#">23/00530/CU</a></u></b>
LOCATION:	Aintree House 54 Bonehurst Road Horley Surrey RH6 8QG
DESCRIPTION:	Change of use from house to four flats
<b>HORLEY TOWN COUNCIL COMMENTS (RATIFIED, 23/05/23)</b>	<b>No objections</b>

<b>03. RBBC Letter Dated: 19.04.23</b>	<b>Application No: <u><a href="#">23/00521/F</a></u></b>
LOCATION:	29 Meath Green Avenue Horley Surrey RH6 8EF
DESCRIPTION:	Change front garden to driveway with drop kerb
<b>HORLEY TOWN COUNCIL COMMENTS (RATIFIED, 23/05/23)</b>	<b>No objections</b>

<b>04. RBBC Letter Dated: 19.04.23</b>	<b>Application No: <u><a href="#">23/00213/CU</a></u></b>
LOCATION:	The Beeches 60 Massetts Road Horley Surrey RH6 7DS
DESCRIPTION:	Proposed rear roof extension, addition of side dormer window and change of use from dwellinghouse (C3) to HMO with 14no. bedrooms
<b>HORLEY TOWN COUNCIL COMMENTS (RATIFIED, 23/05/23)</b>	<b>Further to our previous comments submitted on 21<sup>st</sup> March we have noted and support the comments from the Conservation Officer which were not available at the time of our original response.</b>  <b>A copy of the Conservation Officer's comments have been sent to Cllr Turner.</b>

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<b>05. RBBC Letter Dated: 21.04.23</b>	<b>Application No: <u><a href="#">23/00634/F</a></u></b>
LOCATION:	38 Meath Green Avenue Horley Surrey RH6 8EF
DESCRIPTION:	Proposed hardstanding and crossover
<b>HORLEY TOWN COUNCIL COMMENTS (RATIFIED, 23/05/23)</b>	<b>No objections</b>

<b>06. RBBC Letter Dated: 19.04.23</b>	<b>Application No: <u><a href="#">23/00800/CLE</a></u></b>
LOCATION:	Horley And Gatwick Dental Practice 33 Massetts Road Horley Surrey RH6 7DQ
DESCRIPTION:	The house and site is used as a Dental Centre
<b>HORLEY TOWN COUNCIL COMMENTS (RATIFIED, 23/05/23)</b>	<b>No objections</b>

<b>07. RBBC Letter Dated: 27.04.23</b>	<b>Application No: <u><a href="#">23/00704/F</a></u></b>
LOCATION:	42 Fairlawns Horley Surrey RH6 9HD
DESCRIPTION:	Use part of front garden to create a hardstanding. Existing dropped kerb for garage access will be used as entry point to hardstanding.
<b>HORLEY TOWN COUNCIL COMMENTS (RATIFIED, 23/05/23)</b>	<b>No objections</b>

<b>08. RBBC Letter Dated: 27.04.23</b>	<b>Application No: <u><a href="#">23/00738/HHOLD</a></u></b>
LOCATION:	135 Balcombe Road Horley Surrey RH6 9BX
DESCRIPTION:	Single storey rear/side extension with a pitched roof
<b>HORLEY TOWN COUNCIL COMMENTS (RATIFIED, 23/05/23)</b>	<b>No objections</b>



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<b>09. RBBC Letter Dated: 28.04.23</b>	<b>Application No: <u><a href="#">23/00746/HHOLD</a></u></b>
LOCATION:	30 Limes Avenue Horley Surrey RH6 9DH
DESCRIPTION:	Single-storey side extension with pitched roof and skylights to replace existing timber lean too. Single-storey porch in replacement of an existing porch
<b>HORLEY TOWN COUNCIL COMMENTS (RATIFIED, 23/05/23)</b>	<b>No objections</b>

<b>10. RBBC Letter Dated: 28.04.23</b>	<b>Application No: <u><a href="#">23/00749/ADV</a></u></b>
LOCATION:	Four Points By Sheraton The Chequers 49 Bonehurst Road Horley Surrey
DESCRIPTION:	5 X New Signs (Description Condensed)
<b>HORLEY TOWN COUNCIL COMMENTS (RATIFIED, 23/05/23)</b>	<b>No objections so long as the proposed sign on the front of the pub [listed building] meets the requirements of the Conservation Officer</b>

<b>11. RBBC Letter Dated: 02.05.23</b>	<b>Application No: <u><a href="#">23/00766/HHOLD</a></u></b>
LOCATION:	Dunaville 40 Langwood Drive Horley Surrey RH6 9FH
DESCRIPTION:	Proposed loft conversion, roof lights, floor plan redesign and all associated works.
<b>HORLEY TOWN COUNCIL COMMENTS</b>	<b>No Objections</b>

<b>12. RBBC Letter Dated: 05.05.23</b>	<b>Application No: <u><a href="#">23/00719/HHOLD</a></u></b>
LOCATION:	163 Balcombe Road Horley Surrey RH6 9DR
DESCRIPTION:	Front, side/rear wrap around single storey extension.
<b>HORLEY TOWN COUNCIL COMMENTS</b>	<b>No objections</b>

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<b>13. RBBC Letter Dated: 09.05.23</b>	<b>Application No: <a href="#">23/00171/F</a></b>
LOCATION:	The Turret 48 Massetts Road Horley Surrey RH6 7DS
DESCRIPTION:	Rear extension at ground, first and loft levels to increase bedroom accommodation, internal alterations to improve common areas, minor changes to fenestration, provision of additional car parking, change of doors to existing free-standing garage. <b>As amended 05/05/2023</b>
<b>HORLEY TOWN COUNCIL COMMENTS</b>	<b>We note that the amendments relate to Trees and doesn't address the Conservation Officers comments. Horley Town Council OBJECTS in support of the comments made by the Conservation Officer.</b>

<b>14. RBBC Letter Dated: 11.05.23</b>	<b>Application No: <a href="#">23/00739/F</a></b>
LOCATION:	Storage Land And Out Building At 19 Station Road Horley Surrey
DESCRIPTION:	Erection of two dormers and change of use of outbuilding to create two one-bed flats, together with associated cycle, refuse store and off-street parking.
<b>HORLEY TOWN COUNCIL COMMENTS</b>	<b>Horley Town Council OBJECTS on the following grounds:</b>  <ul style="list-style-type: none"> <li><b>i) Cramped, overdevelopment of the site;</b></li> <li><b>ii) Lack of adequate amenity space for future residents;</b></li> <li><b>iii) Visual impact on neighbouring properties.</b></li> </ul>

<b>15. RBBC Letter Dated: 11.05.23</b>	<b>Application No: <a href="#">22/02419/RET</a></b>
LOCATION:	Wings Peeks Brook Lane Horley Surrey RH6 9SX
DESCRIPTION:	Retention of the bungalow as a residential dwelling. Residential use of retained dwelling by employees, volunteers, and guests, of the Greyhound Trust and their families. <b>Re-Consultation to amend description to link the development to Greyhound Trust.</b>
<b>HORLEY TOWN COUNCIL COMMENTS</b>	<b>Horley Town Council see no reason to require the demolition of an existing bungalow and are therefore supportive of its retention which will help support the work of the Greyhound Trust.</b>

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<b>16. RBBC Letter Dated: 11.05.23</b>	<b>Application No: <a href="#">23/00880/CLP</a></b>
LOCATION:	32 Albert Road Horley Surrey RH6 7JA
DESCRIPTION:	Loft conversion consisting of rear dormer roof extension and insertion of front roof light.
<b>HORLEY TOWN COUNCIL COMMENTS</b>	<b>No Objections</b>

<b>17. RBBC Letter Dated: 11.05.23</b>	<b>Application No: <a href="#">23/00881/HHOLD</a></b>
LOCATION:	Fircroft 58A Oakwood Road Horley Surrey RH6 7BU
DESCRIPTION:	Erection of a front boundary fence and gate with brick piers.
<b>HORLEY TOWN COUNCIL COMMENTS</b>	<b>No Objections</b>

<b>18. RBBC Letter Dated: 15.05.23</b>	<b>Application No: <a href="#">23/00644/HHOLD</a></b>
LOCATION:	Bryn Mawr 169 Smallfield Road Horley Surrey RH6 9LR
DESCRIPTION:	Demolish existing conservatory and replace with pitched roof side extension. Increase height of first floor roof and create 2 rear dormers and 2 front dormers. New front porch, new bifold sliding door to rear elevation, new windows and doors throughout. Change front and rear elevational finishes.
<b>HORLEY TOWN COUNCIL COMMENTS</b>	<b>Horley Town Council has No Objections in principle but would like to see a better roof design to be more in keeping with adjoining properties.</b>

<b>19. RBBC Letter Dated: 17.05.23</b>	<b>Application No: <a href="#">23/00927/HHOLD</a></b>
LOCATION:	33 Wolverton Gardens Horley Surrey RH6 7LZ
DESCRIPTION:	Alterations to existing front and rear dormer
<b>HORLEY TOWN COUNCIL COMMENTS</b>	<b>No objections</b>

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<b>20. RBBC Letter Dated: 17.05.23</b>	<b>Application No: <a href="#">23/00849/CU</a></b>
LOCATION:	12 Castle Drive Horley Surrey RH6 9DB
DESCRIPTION:	Change of use of the existing outbuilding from private gym [use class: C3(a)] to hair studio [use class: E(c)(ii)], and therefore a change of use of the site from single person/family dwelling to mixed use.
<b>HORLEY TOWN COUNCIL COMMENTS</b>	<b>No objections</b>

**Tree Works (Non-Felling)**

<b>A. RBBC Letter Dated: 09.05.23</b>	<b>Application No: <a href="#">23/00861/TPO</a></b>
LOCATION:	1 Deepfields Horley Surrey RH6 8JT
DESCRIPTION:	T1 Oak - To reduce Oak tree in rear garden to previous points. To manage trees crown within proximity to surroundings and continue ongoing management.
<b>HORLEY TOWN COUNCIL COMMENTS (Planning Officer delegation):</b>	<b>No objections, subject to no adverse comments from the Tree Officer.</b>

<b>B. RBBC Letter Dated: 10.05.23</b>	<b>Application No: <a href="#">23/00862/TPO</a></b>
LOCATION:	18 Wellington Way Horley Surrey RH6 8JH
DESCRIPTION:	T2 Oak - To remove deadwood (exempt) and remove two lowest limbs overhanging the summer house of 1 Deepfields. Client has had a few small branches fall recently as limbs are etiolated. To prevent limbs failing in the future and causing damage to the summerhouse.
<b>HORLEY TOWN COUNCIL COMMENTS (Planning Officer delegation):</b>	<b>No objections, subject to no adverse comments from the Tree Officer.</b>